



## GALLATIN COUNTY PLANNING DEPARTMENT

### SUBDIVISION PRELIMINARY PLAT APPLICATION SUBMITTAL FORM AND ELEMENTS CHECKLIST

Applicant's Name:

Date:

Subdivision Name:

1. Subdivision Type
- ☐ First Minor Subdivision from a Tract of Record (substantiated)
  - ☐ First Minor Subdivision from a Tract of Record with a Variance
  - ☐ Second or Subsequent Minor Subdivision from a Tract of Record
  - ☐ Major Subdivision

2. Total Number of Lots

3. Total Acreage

4. Development Type
- ☐ Single-Family
  - ☐ Multi-Family
  - ☐ Condominium
  - ☐ Commercial/Industrial
  - ☐ Other \_\_\_\_\_

5. Assessor Parcel # R \_\_\_\_\_

6. DOR # 06 \_\_\_\_\_

7. Project Location (legal) \_\_\_\_\_  
\_\_\_\_\_

8. Project Location (common) \_\_\_\_\_

9. Project Description \_\_\_\_\_

10. Current Land Use \_\_\_\_\_

11. Zoning District \_\_\_\_\_

Zoning Designation \_\_\_\_\_

12. Fire District \_\_\_\_\_
13. Elementary School District \_\_\_\_\_  
High School District \_\_\_\_\_
14. Property Owner: Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_
15. Applicant: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_
16. Application Preparer or Agent: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_
17. Surveyor or Engineer: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

18. **Preliminary Plat Requirements** (a check mark indicates item included)

- \_\_\_\_\_ The plat is on one or more sheets of twenty-four (24) inches by thirty-six (36) inches. Each plat must be folded into 8 1/2" x 11" or 8 1/2" x 14" format.
- \_\_\_\_\_ The plat is drawn at a horizontal scale of not less than two hundred (200) feet to the inch.
- \_\_\_\_\_ A title block indicating the proposed name, quarter-section, township, range, principle meridian, and county of subdivision.
- \_\_\_\_\_ Scale and north arrow.
- \_\_\_\_\_ Date of preparation.
- \_\_\_\_\_ An approximate survey of the exterior boundaries of the platted tract with bearings, distances, and curve data indicated outside of the boundary lines.
- \_\_\_\_\_ When the plat is bounded by an irregular body of water, such as a shoreline or river, the bearings and distances of a closing meander traverse shall be given.
- \_\_\_\_\_ The approximate location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary.
- \_\_\_\_\_ Ground contours for the tract according to the following requirements:
- |                            |  |
|----------------------------|--|
| <u>WHERE THE SLOPE IS:</u> | <u>CONTOUR SHALL BE:</u>                               |
| under 10%                  | 2 feet or 5 feet if all lots are over one acre in size |
| between 10% and 15%        | 5 feet   |
| between 15% and 25%        | 10 feet  |
| 25% or greater             | a reasonable contour for the lot sizes                 |
- \_\_\_\_\_ Phase boundaries.
- \_\_\_\_\_ Names of adjoining subdivisions and numbers of adjoining certificates of survey.
- \_\_\_\_\_ Names of record owners of lots and tracts adjoining the proposed subdivision.

- \_\_\_\_\_ Location, name, width and owner of existing roads and easements within the proposed subdivision and within adjacent subdivisions and tracts.
- \_\_\_\_\_ Location of any existing structures, buildings, railroads, power lines, towers, and improvements inside and adjacent to the proposed subdivision.
- \_\_\_\_\_ Zoning classification within the proposed subdivision and adjacent to it.
- \_\_\_\_\_ Location of existing and proposed sewer, water, and storm water lines within the proposed subdivision and adjacent to it.
- \_\_\_\_\_ Location of existing and proposed fire hydrants, power lines, telephone lines, and sewage treatment facilities, within the proposed subdivision and adjacent.
- \_\_\_\_\_ Subdivision blocks, tracts, lots, lot numbers, lot dimensions, and areas for each.
- \_\_\_\_\_ Proposed road locations, names, right-of-way widths, grades and curvatures.
- \_\_\_\_\_ Proposed locations of intersections with arterial, collector roads and highways.
- \_\_\_\_\_ Easement locations, width, and purpose.
- \_\_\_\_\_ Sites to be dedicated or reserved as park, common open space; with boundaries, dimensions, and areas.
- \_\_\_\_\_ Sites for commercial centers, churches, schools, industrial areas, condominiums, mobile home parks, and uses other than single-family.
- \_\_\_\_\_ Water courses, floodplain, irrigation ditches, surface water features, wetlands.

## 19. **Elements Checklist**

A preliminary plat submittal must include the following elements. Please refer to the Gallatin County Subdivision Regulations for specific requirements.

For each item listed below, the Applicant places a checkmark in **Column A** to indicate the required element is included in the submittal. Any item considered “non applicable” and marked in **Column N/A** must be explained in a narrative and attached to this form. **Column S** is for Planning Staff to verify required elements have been submitted. Planning Staff will review the elements checklist with the Applicant at the time the application is presented to the Planning Department. Only applications containing all required elements will be accepted for processing.

Required Elements of Preliminary Plat Application Submittal		A	S	N/A
1.	Completed application with original signatures and required fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Required copies of the application and all supplemental material bound in sets ready for distribution. (24 copies for the Planning Board’s jurisdiction, 13 copies outside the Planning Board’s jurisdiction.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Names of adjoining subdivisions and numbers of adjoining certificates of survey.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Preliminary plat that is legibly drawn and complete (See #18 above).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Area/Vicinity Map showing all adjacent sections of land, subdivisions, certificates of survey, and roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Map of entire subdivision on either an 8½-inch x 11-inch or 11-inch x 17-inch sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Environmental Assessment (Subdivision Regulations, Section 9.C).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Summary of Probable Impacts (Subdivision Regulations, Section 9.E).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Community Impacts (Subdivision Regulations, Section 9.F).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Flood Hazard Evaluation (Subdivision Regulations, Section 10 and Appendix G).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Variance request(s) as an attached written statement describing the facts of the hardship and required fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Certified list of adjoining property owners, their current mailing address and property legal description.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Draft copy of the Covenants, Restrictions and Articles of Incorporation for the Property Owners’ Association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14.	Encroachment permits or a letter indicating intention to issue a permit where new streets, easements, rights-of way or driveways intersect State, County, or City highways, streets or roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	A letter of approval from the Commission or other appropriate authority where a zoning change is necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Draft of appropriate certificates (Subdivision Regulations, Appendix A).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	A written statement describing any requested subdivision variance(s) and the facts of hardship upon which the request is based.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Provision for maintenance of all streets (including emergency access), parks, and other required improvements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Draft public improvements agreement and guarantee that describes the improvements, the justification for the request, and proposed timing or completion date of the improvements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Profile sheets for street grades greater than 5 percent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	A Noxious Weed Management and Revegetation Plan approved by the Weed Control District.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	A letter from the appropriate fire district or fire service area setting forth the fire protection required for the proposed subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Beneficial Water Use Permit (Water Rights Bureau, DNRC) if subdivision proposes to develop a well or groundwater spring with use greater than 35 gallons per minute or 10 acre-feet per year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	A list of all required streambed, streambank or wetland permits or a letter from the appropriate agency that a permit is not required. (Subdivision Regulations, Section 5.13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	As a separate section within the preliminary plat application, provide all required water and sanitation information. (Subdivision Regulations Section 5E. 30. a. through g.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

20. Satisfactory completion of the elements checklist by the Planning Staff is written confirmation to the Applicant that the application submittal contains the elements required by the Subdivision Regulations pursuant to Section 76-3-604(2)(a), MCA.

The completed checklist is also notification to the Applicant that the Planning Department may send copies of the submittal, and other correspondence pertaining to the application, to any of the agencies on the attached *Reviewing Agency List* for the purpose of obtaining their assistance in determining if the submittal elements contain detailed, supporting information sufficient to allow an adequate review pursuant to Section 76-3-604(2)(c), MCA.

<b>Applicant's Signature:</b>	<b>Date:</b>
<b>Property Owner's Signature:</b>	<b>Date:</b>

Element Review Planning Department Use Only	
<b>Elements Reviewed Date:</b>	<b>Sufficiency Deadline Date:</b>
<b>Tentative Planning Board Public Hearing Date:</b>	<b>Tentative County Commission Public Hearing Date:</b>
<b>Planning Staff Signature and Date:</b>	

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